SiteManager
Training Manual

Module A
Chapter 1

Reference Tables
Item Master List

Section A-1-1-1

Viewing the Item
Master List

Student's Version

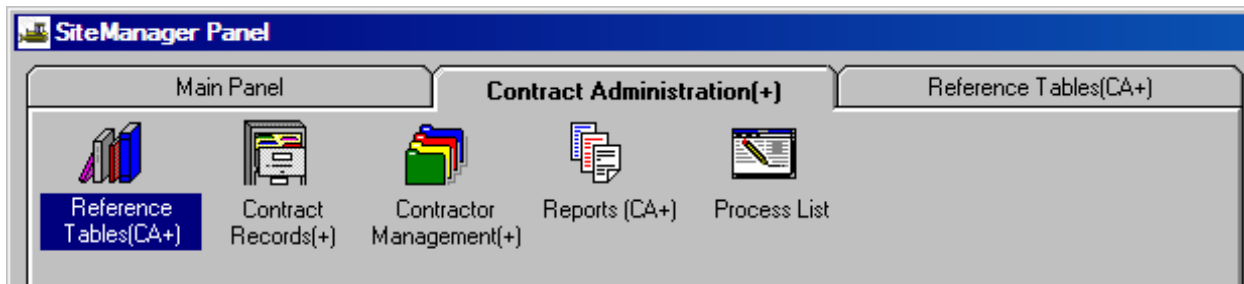Indiana Department of Transportation
August 2007, Version 3.7b

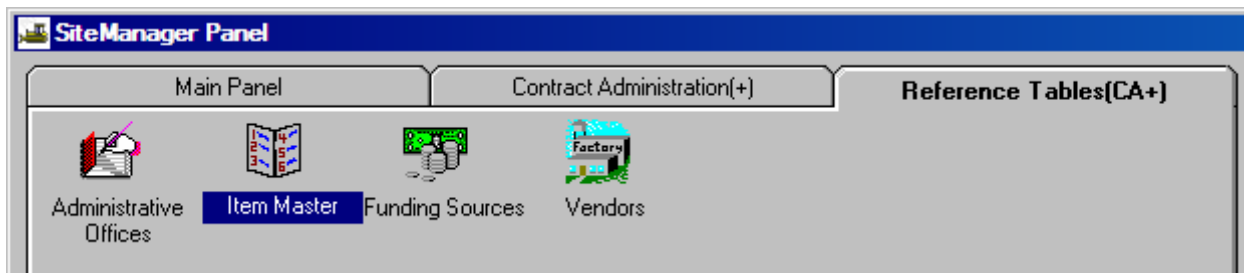This page intentionally left blank

Viewing Item Master list

This module will explain how to open and view the Item Master list. The **Item Master** window lets the user view INDOT's Master Item list. The user can add an Item to a Contract by selecting the Item on the appropriate SiteManager window.

From the **Main Panel**, "double-click" on **Contract Administration (+)**.

"Double Click" on **Reference Tables (CA+)**.

"Double Click" on **Item Master** icon.

Use the Scroll or Find, Filter, Sort technique to locate the appropriate **Item Code**. "Double-click" on the **Item Code**, of the item will appear the panel below.

The **Top Panel** includes;

Item Code: Item Code refers to the INDOT defined contract work item code.

Spec Year: Spec Year refers to the specification book in which the item appears.

Short Description: Short Description The description of the item.

Unit: Unit of measure for the item.

Unit Type: Unit Type Indicates which measurement system is used (E= English, M= Metric or SI).

The **Bottom Panel** includes;

Alternate ID: Alternate ID An alternate Item Code for an Item.

Spec Book Reference: Spec Book Reference The INDOT Specification section, paragraph, or supplement describing the item.

Description: Description Text description of the item.

Indicators;

- **Material Item: Material Item** indicates that this is a material item requiring sampling, tests and/or certifications for acceptance.
- **Obsolete Item: Obsolete Item** Indicates that this is an obsolete item code and may no longer be in use.
- **Major Item: Major Item** All contract items having an original contract value in excess of 5% of the original contract amount shall be considered as major items.
- **Supp Desc Req'd: Supp Desc Req'd** indicates when a supplemental description is required for an Item Code.
- **Item Historical Price: Item Historical Price** Currently not utilized by INDOT
- **Fuel Adjust Type: Fuel Adjustment Type** Currently not utilized by INDOT.

"Click" on the **Close** 📂 button on the toolbar to exit.

Viewing Item Master List

Exercise A-1-1-1-T
Group Exercise
View **Item Master List** information for item code <u>616-98550</u>.

Log into SiteManager as   <u>d90afaul</u>
Password   <u>pass</u>
Log in as   **<u>PE/S</u>**

Navigate from the **Main Panel**:
"Double-Click" on **Contract Administration (+)** icon
"Double-Click" on **Reference Tables (+)** icon
"Double-Click" on **Item Master** icon
Using "**Filter Find Sort**" to locate **Item Code**: <u>616-98550</u>,
                            Spec Year: <u>2006</u>,
                            Short Description: _____
                            Unit: _____

 "Click" on the **Close** button located on the Toolbar